



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Office of Secretary of State Georgia Real Estate Commission 40 Pryor St. Atlanta, Georgia	Application Number 81-86-A	
Application Number		Date Received SEP 16 1982	Date Completed JAN 19 1983
2. Person to Contact Linda Luke		Working Title Supervisor	Telephone Number 656-3916
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 81-86-A Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1973 -		5. Records Series Title (followed by title used in office, if different) REAL ESTATE SCHOOLS LICENSING FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Real Estate Commission regulates the issuance and reissuance of licenses to real estate brokers, associate brokers, and salesmen, additionally establishing rules and regulations relating to the professional conduct of the real estate profession in Georgia. It accepts complaints, reviews misconduct, investigates alleged violations of State law or Commission regulations, and takes disciplinary action against a variety of improper procedures or unfair trade practices. In addition to reporting violations to the Attorney General for action to enjoin such practices, the Commission, after proper hearing, may censure a licensee, or suspend, revoke, or refuse to renew a license to practice.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: pre-licensing and post-licensing of institutions established for preparation of individuals for Real Estate examinations and licensure. Included are: Original applications for approval; correspondence relative to operations of the institute; renewal requests through Dec. 31, 1979. File is arranged: Alphabetically by name of institute.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>6</u> ; Seven to twelve months old <u>3</u> ; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>5</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 26 years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Series documents the creation of institutes whose primary purpose is to prepare individuals for licensure.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other biennially then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 26 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Chris Clark</i>	9-15-82	<i>George M. Scott</i>	9/14/82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	11-4-82
		Secretary of State/Designee	11/2/82
		Attorney General/Designee	1-17-83



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Application Number		Date Received MAR 30 1982 MAY 19 1982	Date Completed MAY 28 1982
2. Person to Contact Linda Luke		Working Title Supervisor Telephone Number 656-3916	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>81-86</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1973 -		5. Records Series Title (followed by title used in office, if different) REAL ESTATE SCHOOLS LICENSING FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Real Estate Commission regulates the issuance and reissuance of licenses to real estate brokers, associate brokers, and salesmen, additionally establishing rules and regulations relating to the professional conduct of the real estate profession in Georgia. It accepts complaints, reviews misconduct, investigates alleged violations of State law or Commission regulations, and takes disciplinary action against a variety of improper procedures or unfair trade practices. In addition to reporting violations to the Attorney General for action to enjoin such practices, the Commission, after proper hearing, may censure a licensee, or suspend, revoke, or refuse to renew a license to practice.			
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8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>6</u> ; Seven to twelve months old <u>3</u> ; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>5</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. <u>Summarized in Board rpt.</u>
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>26</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Series documents the creation of institutes whose primary purpose is to prepare individuals for licensure.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other biennially then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 24 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	3-26-82		3-24-82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
			5-24-82
			5-24-82
			5-25-82



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Application Number		Date Received JAN 30 1981	Date Completed FEB 11 1981
2. Person to Contact Linda Luke		Working Title	Telephone Number 656-3916
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1973 Present		5. Records Series Title (followed by title used in office, if different) REAL ESTATE SCHOOLS LICENSING FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The individual examining and licensing Boards establish policy governing the requirements for licensing where policy is not contained in law. They collect fees from applicants for licenses and for examinations and conduct examinations. They determine whether applicants have in fact met educational or on-the-job training requirements. The Boards issue and revoke licenses and maintain records to certify that licensees are in fact properly licensed. The Boards enforce a professional code of ethics by receiving complaints, performing investigations and presenting evidence to support or refute allegations against a licensee.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Pre-licensing and Post-licensing of institutions established for preparation of individuals for Real Estate examinations and licensure. Included are: Original applications for approval; correspondence relative to operations of the institute; renewal requests through December 31, 1979. File is arranged: Alphabetically by name of institute.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 6 ; Seven to twelve months old 3 ; Thirteen to twenty-four months old ; twenty-five months and older ?			
9. Annual Rate of Accumulation of Records Letter-size drawers 5 ; Legal-size drawers ; Shelves ; Other (specify)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. will be summarized in Board reporting.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-------------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>Permanent</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

This series reflects a new function of this Board. This series will document the creation of institutes whose primary purpose is to prepare individuals for licensure; The value of which the Commissioner has based his decision to retain permanently.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold 25 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Charles Clark</i>	1-29-81	<i>George A. Scott</i>	1-27-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Carroll Hart</i>	2-10-81
State Auditor/Designee			
<i>AS</i>			
Secretary of State/Designee			
<i>MS</i>			
Attorney General/Designee			
			2-4-81
			2-10-81